



# EMPLOYMENT APPLICATION



*The Maryland Judiciary is an Equal Opportunity Employer*

Please print or type all information. Please complete all relevant sections. Application may be rejected if information is missing. You may attach your resume; however, you must still complete all relevant sections. If you need additional space, please attach additional pages. Begin each continuation section with the section title.

## SECTION ONE: IDENTIFICATION DATA

Date \_\_\_\_\_

|   |                |                |                              |
|---|----------------|----------------|------------------------------|
| Name _____                                |                |                | Home Phone ( _ _ ) _____     |
| First                                     | Middle Initial | Last           |                              |
| Home Address (Street & Number) _____      |                |                | Business Phone ( _ _ ) _____ |
| (City, State & Zip Code) _____            |                |                | Email Address _____          |
| Position for Which You are Applying _____ |                | Location _____ | PIN # _____                  |

## SECTION TWO: EDUCATION, TRAINING AND SKILLS

| Schools Attended      | Name and Location of School | Graduated (Yes/No) | No. of Credits | Degree | Major |
|-----------------------|-----------------------------|--------------------|----------------|--------|-------|
| High School           |                             |                    |                |        |       |
| Community College     |                             |                    |                |        |       |
| College or University |                             |                    |                |        |       |
| College or University |                             |                    |                |        |       |
| Business or Technical |                             |                    |                |        |       |

*Complete these questions only when applying for a position for which these skills are a published qualification.*

Can you type? Yes \_\_\_\_\_ No \_\_\_\_\_ (Note: Typing test will be given to applicants interviewed for positions requiring typing.)

Computer Skills:

| Types of Software with which you are proficient | Types of Computer Hardware with which you are Proficient | Computer Certifications |
|---|--|-------------------------|
|   |  |                         |

Special Qualifications (List active professional/technical licenses or certifications [other than computer related], academic and professional awards, or other special qualifications you have received.)

| License, Certification, Awards, Etc. | Field, Specialization, Nature of Award, etc | School Attended or Organization from which award, certificate was received | Expiration Date (If relevant) |
|--------------------------------------|---|--|-------------------------------|
|                                      |   |  |                               |
|                                      |   |  |                               |

Do you possess a valid motor vehicle license? Yes \_\_\_\_\_ No \_\_\_\_\_ Type/Class \_\_\_\_\_

**SECTION THREE: EMPLOYMENT HISTORY**

*List your work experience, including military service, beginning with your current or most recently held position. You may also include volunteer experience. You may attach a copy of your resume, but you must fill out the following blocks completely to be considered for employment. If necessary, attach 8 ½ by 11 sheets, beginning each continuation sheet by noting the section and/or block to be continued.*

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_ (You will be contacted in advance of such contact.)

| 1. Current or Most Recent Position               |   | Job Title/Description of Duties:                                      | Type of Employment  |  |
|--|---|---|---|--|
| Employer's Name and Address:                     |   |   | <input type="checkbox"/> Full Time Regular                  | <input type="checkbox"/> Part Time Regular |
| Immediate Supervisor's Name, Title and Phone No: |   |   | <input type="checkbox"/> Contractual                        | <input type="checkbox"/> Temporary         |
| Reason for Leaving:                              |   |   | <input type="checkbox"/> Other Type of Employment (Specify) |  |
|  |   | Average No. of Hours Worked Per Week:                                 |   |  |
| From: (Month, Day & Year)<br>____/____/____      | To: (Month, Day & Year)<br>____/____/____ | Do you supervise other employees? Yes___ No ___<br><br>How Many_____  | If unemployed, please explain reason:                       |  |
| 2. Former Position:                              |   | Job/Title Description of Duties:                                      | Type of Employment  |  |
| Employer's Name and Address:                     |   |   | <input type="checkbox"/> Full Time Regular                  | <input type="checkbox"/> Part Time Regular |
| Immediate Supervisor's Name, Title and Phone No: |   |   | <input type="checkbox"/> Contractual                        | <input type="checkbox"/> Temporary         |
| Reason for Leaving:                              |   |   | <input type="checkbox"/> Other Type of Employment (Specify) |  |
|  |   | Average No. Of Hours Worked Per Week:                                 |   |  |
| From: (Month, Day & Year)<br>____/____/____      | To: (Month, Day & Year)<br>____/____/____ | Did you supervise other employees? Yes___ No ___<br><br>How Many_____ | If lapse of time between positions, please explain reason:  |  |
| 3. Former Position:                              |   | Job Title/Description of Duties:                                      | Type of Employment  |  |
| Employer's Name and Address:                     |   |   | <input type="checkbox"/> Full Time Regular                  | <input type="checkbox"/> Part Time Regular |
| Immediate Supervisor's Name, Title and Phone No: |   |   | <input type="checkbox"/> Contractual                        | <input type="checkbox"/> Temporary         |
| Reason for Leaving:                              |   |   | <input type="checkbox"/> Other Type of Employment (Specify) |  |
|  |   | Average No. of Hours Worked Per Week:                                 |   |  |
| From: (Month, Day & Year)<br>____/____/____      | To: (Month, Day & Year)<br>____/____/____ | Did you supervise other employees? Yes___ No ___<br><br>How Many_____ | If lapse of time between positions, please explain reason:  |  |

|  |   |   |  |  |
|--|---|---|--|--|
| <b>4. Former Position:</b>                       |   |   |  |  |
| Employer's Name and Address:                     |   | Job Title/Description of Duties:                                      | Type of Employment   |  |
|  |   |   | <input type="checkbox"/> Full Time Regular<br><input type="checkbox"/> Contractual | <input type="checkbox"/> Part Time Regular<br><input type="checkbox"/> Temporary |
|  |   |   | <input type="checkbox"/> Other (Specify)   |  |
| Immediate Supervisor's Name, Title and Phone No: |   |   | Average No. of Hours Worked Per Week:  |  |
| Reason for Leaving                               |   |   |  |  |
| From: (Month, Day & Year)<br>____/____/____      | To: (Month, Day & Year)<br>____/____/____ | Did you supervise other employees? Yes___ No ___<br><br>How Many_____ | If lapse of time between positions, please explain reason:                         |  |

#### SECTION FOUR: GENERAL INFORMATION

**NOTE:** *If relevant, provide a brief but complete explanation for each question in the blanks provided below. Begin your explanation by noting the number of the question to which you are responding. Answers to these questions are not an automatic bar to consideration for employment. Each case will be considered on its own merit.*

| No. |  | Yes | No | More Information Provided Below |
|-----|--|-----|----|---------------------------------|
| 1.  | Are you authorized to work in the United States?   |     |    |                                 |
| 2.  | Have you ever been convicted of a violation of the law other than a minor traffic violation? If yes, please provide an explanation of the nature of the offense and when it occurred, and the court location where the case was handled. |     |    |                                 |
| 3.  | Do you have relatives who are currently employed by the Maryland State Judiciary? If yes, please provide name, relationship, and court or office in which they work.   |     |    |                                 |
| 4.  | Can you perform the essential duties of the job for which you applied, with or without a reasonable accommodation?   |     |    |                                 |

PLEASE PROVIDE DETAILS BELOW

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#### NOTICE TO APPLICANTS

Under Maryland Law, an employer may not require or demand any applicant for employment or prospective employment or any employees to submit to or take a polygraph, lie detector, or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and is subject to a fine not to exceed \$100.

**PLEASE READ AND SIGN THE BACK OF THIS APPLICATION**

Maryland Judiciary-Employment Application-Page Four

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY THEN SIGN THIS APPLICATION**

I hereby certify that all information provided by me on this application is **ACCURATE AND COMPLETE** to the best of my knowledge. I understand that any false or incomplete information furnished by me, or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment with the Judiciary, or may result in my dismissal after my employment. I authorize the Judiciary to investigate any statement contained in this employment application and release former employer and reference contacts from any and all liability on account of furnishing such information to the Judiciary.

I further understand that, if considered for this position, the Judiciary will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Maryland State Judiciary and myself.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE MARYLAND JUDICIARY.**





## VOLUNTARY PERSONAL INFORMATION FORM

THE FOLLOWING INFORMATION IS REQUESTED ON A VOLUNTARY BASIS. THIS INFORMATION WILL BE USED TO FURTHER THE MARYLAND STATE JUDICIARY'S COMMITMENT TO EQUAL OPPORTUNITY EMPLOYMENT, AND FOR STATISTICAL AND RESEARCH PURPOSES ONLY. CHOOSING NOT TO ANSWER THESE QUESTIONS WILL NOT RESULT IN ADVERSE IMPACT ON AN APPLICANT.

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### GENDER INFORMATION

\_\_\_\_\_ **Male**

\_\_\_\_\_ **Female**

### RACIAL INFORMATION

\_\_\_\_\_ **American Indian or Alaska Native**

\_\_\_\_\_ **American Indian or Alaska Native *and* White**

\_\_\_\_\_ **Asian**

\_\_\_\_\_ **Asian *and* White**

\_\_\_\_\_ **Black or African American**

\_\_\_\_\_ **Black or African American *and* White**

\_\_\_\_\_ **Native Hawaiian or Other Pacific Islanders**

\_\_\_\_\_ **American Indian or Alaskan Native and Black or African American**

\_\_\_\_\_ **Hispanic**

\_\_\_\_\_ **Hispanic *and* White**

\_\_\_\_\_ **White**

\_\_\_\_\_ **Hispanic *and* Black or African American**

\_\_\_\_\_ **Other (Please specify) \_\_\_\_\_**

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### RECRUITMENT INFORMATION

Position Applied For: \_\_\_\_\_ PIN # \_\_\_\_\_

How did you learn about this position?

☐

Judiciary Job Announcement

☐

Judiciary Employee

☐

Newspaper Advertisement (Please specify which)

☐

Friend or Relative

☐

Annapolis Capital

☐

Baltimore Sun

☐

Washington Post

☐

Other (Please specify) \_\_\_\_\_

☐

Judiciary Home Page Job Announcement

☐

Other Website (Please specify) \_\_\_\_\_

☐

Other (Please specify) \_\_\_\_\_



*The Maryland Judiciary is an Equal Opportunity Employer*



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(Print Your Return Address Here)

|       |
|-------|
| _____ |
| _____ |
| _____ |

|                                       |
|---------------------------------------|
| Place<br>Stamp or<br>Franking<br>Here |
|---------------------------------------|

(Send to Address on Job Announcement)

|       |
|-------|
| _____ |
| _____ |
| _____ |



For Information on current job openings call (410) 260-1734, or visit our Internet home page at [www.courts.state.md.us](http://www.courts.state.md.us)

